

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	105
			Original Date	05/16/1983
	Department: Administration		Revised Date	04/28/2016
	Superintendent Absence			

POLICY:

It is the policy of Montana Mental Health Nursing Care Center that when the Superintendent is out of the office for an extended period of time (vacation, business trip, or illness) the Director of Support Services and the D.O.N. (Director of Nursing) or designee will together oversee the operations of Montana Mental Health Nursing Care Center

PROCEDURE:

- A. The Superintendent will inform the key management team through a memorandum or telephone call concerning his/her absence.
- B. All decisions made in the absence of the Superintendent will be written down and given to the Superintendent on his/her return.
- C. If the Superintendent is not available by telephone and the authorized person needs further assistance or guidance, they may call the Administrator of Addictive Mental Disorders Division @ (406)-444-3969 or cell phone at (406)-465-0589

Reviewed: _____

Superintendent: _____